



Administrative Report

H.16., File # 22-4367

Meeting Date: 6/21/2022

To: MAYOR AND CITY COUNCIL

From: CHRISTOPHER BENSON , INFORMATION TECH DIRECTOR

TITLE

APPROVE THE PURCHASE OF SEVENTY-FIVE (75) CANON IMAGEFORMULA DR-M260 DESKTOP SCANNERS FROM CANON SOLUTIONS AMERICA THROUGH THE NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS (NASPO) VALUEPOINT COOPERATIVE PURCHASING PROGRAM AGREEMENT #140595 VIA CANON CALIFORNIA PARTICIPATING AGREEMENT #7-19-70-46-01 FOR AN AMOUNT NOT TO EXCEED \$65,809.50.

EXECUTIVE SUMMARY

The new Canon scanners will replace existing Canon desktop scanners deployed across all City departments in 2018. Desktop scanners are widely and frequently used by City staff to scan documents into the City MUNIS financial system, the LaserFiche Document Imaging system and for routine staff work. The scanner replacement is part of the Information Technology FY 2021-22 equipment replacement program.

Purchasing the scanners directly from Canon through the NASPO Valuepoint contract enables the City to work with Canon directly for warranty and service support. Response time is typically within 4 business hours with factory training technicians on site, if needed.

BACKGROUND

The existing Canon desktop scanners were deployed in 2018. We are beginning to see an increase in failures with rollers due to the significant amount of use these scanners receive. IT staff reviewed several desktop scanners and determined that the Canon DR-M260 is still the best fit at this time. The scanners come with a 5-year manufacturer warranty as well.

The Canon DR-M260 is approved by Tyler Technologies for direct scanning into the MUNIS financial system and is an integral component for staff to attach documentation to many MUNIS modules. The scanner is also compatible with the City's LaserFiche Document Imaging System. IT staff has tested the Canon DR-M260 for compatibility with City workstations, MUNIS and LaserFiche.

COORDINATION

The purchase will be coordinated between IT, Canon Solutions America and Financial Services.

FISCAL IMPACT

The Canon DR-M260 cost of \$65,809.50 (including taxes) is funded in the FY 2021-22 Adopted Annual Budget as part of the IT FY 2021-22 Equipment Replacement Program approved via Decision

Package #39.

The effective purchase discount off of MSRP (\$1,195/ea) is 33.95% (\$801.33/ea before taxes), 8.95% more than the 25% required under the NASPO agreement.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

Canon ImageFORMULA DR-M260 Quote
Canon ImageFORMULA DR-M260 Brochure
Canon NASPO Extension to December, 2022
Canon CA NASPO Participating Addendum
Canon CA NASPO Participating Addendum Amendment
NASPO Portfolio Map and RFP Information